

VACANCY ANNOUNCEMENT

(Announcement Number: 12-01)

The American Embassy in Kathmandu is seeking an individual for the position of Storekeeper.

OPEN TO: All Interested Candidates

POSITION: Storekeeper

OPENING DATE: January 17, 2012

CLOSING DATE: January 31, 2012

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent operates and controls expendable supply warehouses on a daily basis. The duties include receiving approved supply requests; determining stock availability; preparing supply orders; issuing supplies and coordinating delivery; performing inventory of expendable office and residential supplies, maintenance spare parts and hand tools. The incumbent also maintains manual and computerized stock control application system.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School is required.
2. Two years of similar or progressively more responsible experience in expendable supply warehousing, inventory and supply requisitions is required.
3. Level III (good working knowledge) of spoken and written English is required. Level IV (fluent) Speaking/Reading/Writing Nepali is required.
4. The ability to organize and perform inventory is required. The ability to use various Windows-based computer applications with strong MS Excel skills is required. Strong interpersonal skills are required.
5. A good working knowledge of inventory control and warehousing is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Storekeeper”)

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via email: recruitktm@state.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html